

THE DEPARTMENT

Established in 1881, the Los Angeles County Agricultural Commissioner/Weights & Measures Department protects the health and safety of the County's residents and improves the quality of the environment through the enforcement of Federal, State and local laws and regulations. The variety of services provided by the Department is unparalleled in other counties throughout the State, with an annual budget of approximately 24 million and 367 budgeted positions.

THE POSITION

The Agricultural Commissioner/Weights and Measures Department is offering a challenging career opportunity for an energetic, self-motivated individual to assume the position of Deputy Director, Agricultural Commissioner/Weights and Measures. The position reports directly to the Chief Deputy, Agricultural Commissioner/Weights and Measures and is responsible for assisting in the administration of the Department and for managing one of the Department's five major bureaus, e.g., environmental protection, weed hazard/pest management, weights and measures, pest exclusion and produce quality, or environmental toxicology laboratory services.

Deputy Directors assist in the administration of the Department by managing a major bureau; including planning, controlling, directing, and reviewing the work of subordinate managers; represent the Department and the County of Los Angeles to other agencies on sensitive and complex issues. This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP) program.

DUTIES INCLUDE

- ◆ Assist in the administration of the Department of the Agricultural Commissioner/Director of Weights and Measures with particular responsibility for one of the Department's bureaus.
- ◆ May represent the Department before the Board of Supervisors and their staff, the Chief Administrative Officer, the Office of the County Counsel, and other County departments.
- ◆ Direct the review and analysis of legislation, regulations and policy changes proposed at the State, local, and federal levels.
- ◆ Negotiate and manage contracts for services with governmental agencies, private companies, and property owners.
- ◆ Participate on regional and statewide advisory committees and prepare position papers on statewide issues.

- ◆ Review violations and recommends cases for civil or criminal prosecution.
- ◆ Direct and evaluate the operational priorities and goal attainment of the divisional deputies.
- ◆ Direct the coordination of work of the assigned bureau with other bureaus and maintain effective working relationships.
- ◆ Advise and assist in formulating and implementing changes in Department policy and procedures.
- ◆ Develop and manage the budget for the assigned bureau.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: One year's experience managing a major function for the Los Angeles County Agricultural Commissioner/Weights and Measures Department at the level of Deputy Agricultural Commissioner/Sealer, or the equivalent with USDA, California State or another California County Agricultural or Weights and Measures Agency.

LICENSE REQUIREMENT: At time of filing, possession of valid State of California Deputy Agricultural Commissioner AND Deputy Sealer licenses.

A valid California Class "C" Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions. Appointee may be required to provide his/her own automobile and drive it in the County service at the rate of compensation allowed by the Board of Supervisors.

PHYSICAL CLASS: "2" - Light

DESIRABLE QUALIFICATIONS

- ◆ Demonstrated knowledge, skills, and abilities required to manage or assist in the management of an organization. Such management includes directing or assisting in the direction of budget, personnel, fiscal, supply, and other administrative functions of an organization, as well as line or technical functions.
- ◆ Experience in legislative analysis or liaison with state or federal legislative bodies, including recommending and introducing new legislation and setting program and strategic goals and objectives, including monitoring and evaluating their progress and effectiveness.
- ◆ Demonstrated knowledge, skills, and abilities required to work with public officials, commercial and industrial representatives, community groups, private citizens, and the communications media.
- ◆ Excellent verbal and written communications skills.

- ◆ Demonstrated ability to formulate and implement comprehensive agricultural/weights and measures programs.
- ◆ Additional education in the area of management or administration.
- ◆ Demonstrated ability to manage a complex budget of a major part of an organization; provide direction and supervision for divisions organizationally assigned to bureau; advise the Department Head and Chief Deputy regarding financial, personnel, and other matters; analyze problems, identify alternative solutions and make recommendations; coordinate services and programs within bureau; establish and maintain effective relations with State, County, governmental agencies, and private entities for the purpose of resource availability and allocation.
- ◆ Ability to accomplish objectives through others by setting goals, delegating responsibilities, monitoring progress, rewarding success, and holding subordinates responsible for achievement.

SELECTION PROCESS

- ◆ Each applicant's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the applicant's preparation for this position. Only the most highly qualified candidates will be invited to the oral assessment interview.
- ◆ Interviews will be designed to assess education, experience, personal fitness, and general abilities to perform the duties of the position.
- ◆ The names of the most highly qualified candidates, as determined by the oral assessment interview, will be submitted to the Department Head for final selection.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume, detailing related education completed, positions held and responsibilities, current salary, and special qualifications. Candidates who have submitted resumes during the previous filing period November 15, 2001 through December 17, 2001 do not need to resubmit a resume.

Resumes should include the following information:

- ◆ Names colleges, or universities with dates attended, and degrees earned. Enclose verification of degree(s), college transcripts, and required licenses along with the resume.
- ◆ Organization and programs managed, names, addresses, and

dates of employment, job titles, monthly salaries, size of organizations budgets, numbers and composition of personnel, scope of management responsibilities and functions.

Resume should include any additional information which the candidate wishes to be considered. Supplementary data may be required if it appears necessary for the evaluation of a candidate.

Of particular interest will be the breadth and length of experience in the areas covered under *Duties*, *Minimum Requirements*, and *Desirable Qualifications*.

SPECIAL INFORMATION

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit **ORIGINALS** of documents at the time of appointment.

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OF 1990: Disabled persons who believe they need reasonable accommodation or help in order to apply for a position or require special testing arrangements may call (213) 974-1087 (Voice) to request accommodation. Hearing impaired applicants with TTY equipment may leave messages by calling (626) 575-5520. The Department will attempt to meet reasonable accommodation requests whenever possible.

LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment information (i.e., name, address, Social Security Number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

BENEFIT PACKAGE

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

RETIREMENT PLAN: The successful candidate may choose either a contributory or non-contributory defined benefit plan.

MEGAFLEX BENEFIT PLAN: The employee may purchase benefits from the MegaFlex Cafeteria benefit plan

using an additional tax-free County contribution of 14.5% to 19% depending on years of county service, monthly salary, and retirement plan selected. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex benefits plan include medical, dental, disability, life, and AD&D insurance; dependent care and health care reimbursement accounts are also available. (Not applicable to employees who are currently in Flex.)

SAVINGS PLAN (401K): Optional tax-deferred income plan that includes a County match up to 4% of employee's salary.

DEFERRED COMPENSATION PLAN (457) Optional tax-deferred income plan that includes a County match of up to 4% of employee's salary is available.

LEAVE TIME: Employees earn 10 days of annual leave per year and the option of purchasing additional leave time of up to 20 days per year with available MegaFlex Benefits. (Not applicable to employees who are currently in Flex.)

HOLIDAYS : 11 days per year.

HOW TO APPLY:

Please submit cover letter and resume to:

Terri Morris
Agricultural Commissioner/
Weights and Measures Department
12300 Lower Azusa Road
Arcadia CA 91006
Telephone: (626) 575-5464
Facsimile: (626) 350-3243
E-Mail: hr@acwm.co.la.ca.us
Website: <http://acwm.co.la.ca.us>

Filing date: April 11, 2002

Resumes will be accepted until the needs of the service are met and may be closed without advanced notice.

NOTE: This office is closed on Fridays. Resumes filed at any other County location will not be accepted.

THE COUNTY OF LOS ANGELES IS AN EQUAL OPPORTUNITY EMPLOYER



**Deputy Director,
Agricultural Commissioner/
Weights and Measures
(Unclassified)**

ANNUAL SALARY
Range 10: \$69,526. - \$104,289.

Health, Dental, Life & AD&D Insurance
Annual and Holiday Leave
Deferred Income Plans
Retirement Plan
Flexible Work Schedule